Installing and Uninstalling Windows® 7 Xerox Print Drivers

Customer Tip

Purpose

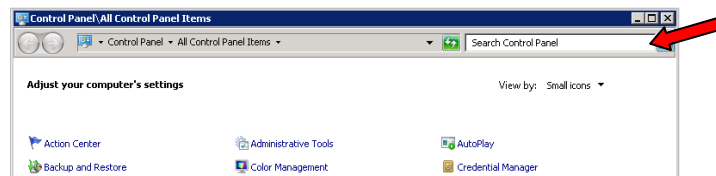> This document applies to Xerox Print Drivers for the Windows 7 Operating System.

This document contains the procedure to install and uninstall Xerox Print Drivers in a Microsoft Windows 7environment.
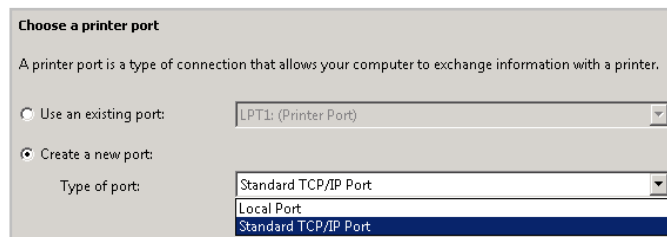
Prerequisites

The print driver files must be placed in a location accessible from the workstation in which the print driver will be installed.

Installation Procedure

1. From Windows 7 click on 'Start→ Control Panel'.

2. Click on 'Devices and Printers'. If that selection is not available search for 'Printers' in the 'Search Control Panel' field.

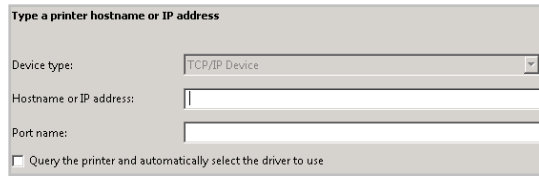3. Select 'Add a printer' and then 'Add a local printer'.

4. Within the 'Choose a printer port' window select 'Create a new port:'

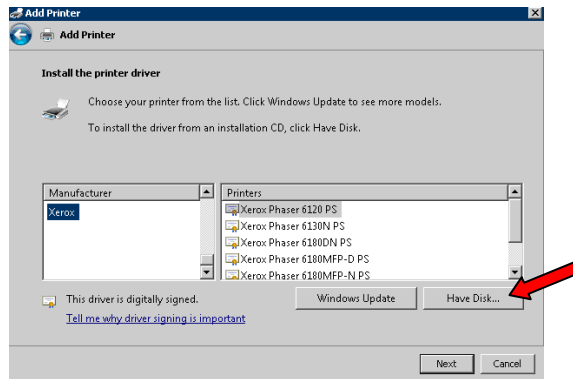5. Choose 'Standard TCP/IP Port' from the 'Type of port' pull-down.

6. Within the '**Type a printer hostname or IP address**' window enter the '**Hostname or IP Address**' of the printer and select **[Next]**.

   Note: The '**Port name**' will mirror the IP address or Hostname. You may change the Port name in this step to something you can identify easier.
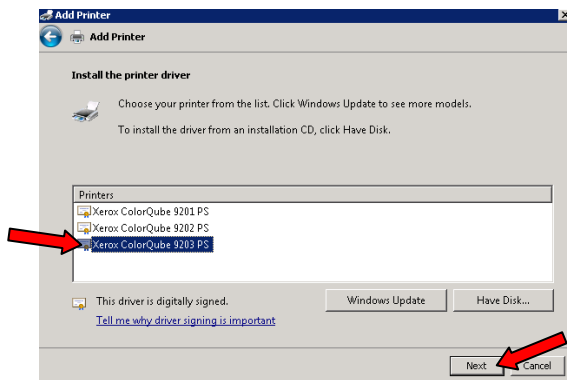
Type a printer hostname or IP address	
Device type:	TCP/IP Device
Hostname or IP address:	
Port name:	
☐ Query the printer and automatically select the driver to use	

7. In the '**Install the printer driver**' window select **[Have Disk…]**.
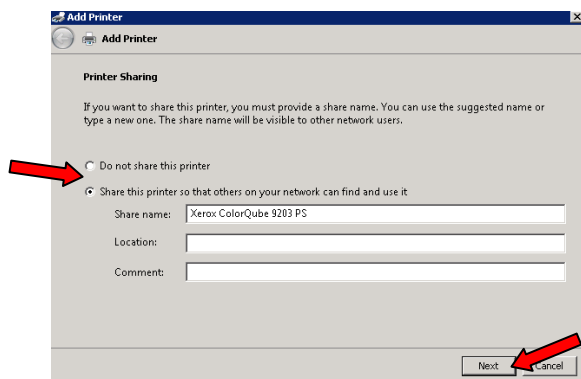
8. Browse to the location where you saved the Print Driver files and select **[Open]** and then **[OK]**.

9. In the '**Install the printer driver**' window choose the printer you are installing the driver for and select **[Next]**.

10. Within the '**Type a printer name**' window you can manually enter a printer name or accept the default provided. Select **[Next]** which will start the print driver installation.

11. Within the '**Printer Sharing**' window choose to either share the printer or not, and select **[Next]**.

12. You will receive a message stating that you successfully installed the printer.

13. To verify that the driver install select **[Print a test page]**. You will be given a message stating that the test page was sent to the printer. Select **[Close]**.
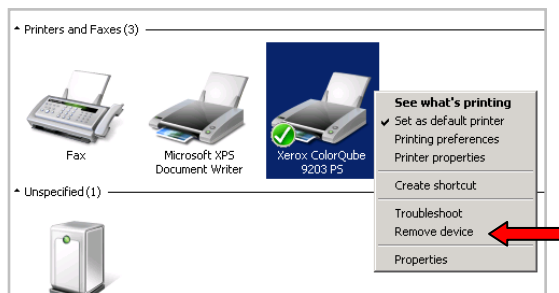
14. Once the test page successfully prints select **[Finish]**.

15. You'll notice that the printer is now included in the '**Printers and Faxes**' section within the Control Panel.

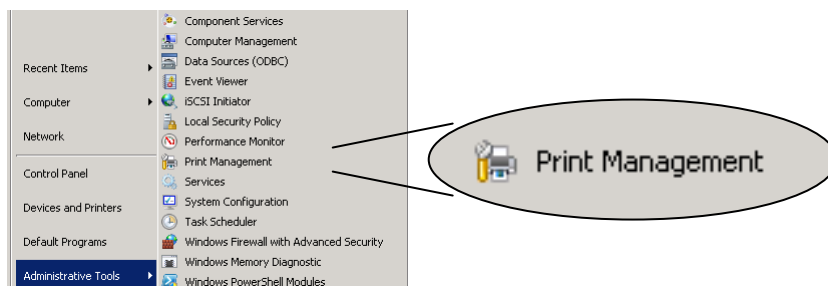16. You have successfully installed the print driver.

Uninstall Procedure

1. From Windows 7 click on '**Start→ Control Panel**'.

2. Select '**Devices and Printers**'.

3. Find the device you would like to uninstall and right click on the printer icon.
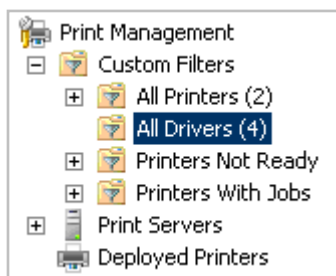
4. Select '**Remove device**'.

5. Select **[Yes]** when asked "**Are you sure you want to remove this device?**" The device will disappear from the '**Printers and Faxes**' section. Close the '**Control Panel**' window.

6. From Windows 7 select '**Start → Administrative Tools → Print Management**'.

7. Within the '**Print Management**' window select '**Custom Filters → All Drivers**'.

8. Right click the print driver you want to delete and select '**Delete**'.
9. Click **[Yes]** when asked to confirm you want to delete the driver.
10. Within the same window verify that the printer does not exist in the '**All Printers**' or '**Printers Not Ready**' directory.
11. You have successfully uninstalled the print driver.

Additional Information

You can reach Xerox Customer Support at http://www.xerox.com or by calling Xerox Support in your country.

Xerox Customer Support welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

Other Tips about Xerox multifunction devices are available at the following URL: http://www.office.xerox.com/support/dctips/dctips.html.